

CAREERS & UNIVERSITY COUNSELLOR (August 2025)

JOB PROFILE

Overview

The position of University Counsellor reports to the Head of Upper and Senior School. The University Counsellor is required to oversee the University Applications process for the Year 12 & 13 students in the school, whilst also acting as a guide and point of reference for younger students in their university choices. The University Counsellor is ultimately responsible for creating a program of learning for students in the Upper and Senior School to make informed choices about their futures.

The role will commence from August 15th, 2025; however, this can be earlier if suitable for the candidate and the school.

Requirements

- University degree (preferably from the UK, USA or European university);
- Background in admissions or university counselling essential;
- Experience of supporting university applications for students;
- Good knowledge of the UK, USA, European and/or Asian universities application processes and its support;
- Excellent IT, computer skills and relevant applications knowledge including MS Office, G-Suite;
- Strong interpersonal skills to build good rapport and customer-service relationships;
- Ability to work independently and collaborate with a team;
- Attention to detail and accuracy;
- Skilled at information gathering and data management (student and college records);
- Ability to handle a large amount of information and documents workload;
- Enthusiasm for working with internal and external constituents;
- Excellent time management, planning skills and ability to prioritize work;
- Fluent verbal and written communication skills in English and Russian;
- Ability to be flexible in an ever-changing world of education;
- Positive and innovative mindset, 'can do' approach;
- Commitment to the values of the continuum of an International Baccalaureate education;
- Caring nature towards students and families;
- Desirable experience with MYP eAssessments and/or DP examinations;
- A willingness to contribute to the wider school community for its success and reputation.

Responsibilities

- Work closely with the Head of Upper & Senior School and MYP/DP Coordinators to ensure an effective programme of careers and university guidance and support is available to pupils, starting in MYP and building to DP;
- Develop the university application process for students;
- Provide to students and families advice, assistance, and resources relating to university and scholarship applications;
- Support students with standardised university admissions testing and requirements, supplementary applications, and university program planning;
- Help to determine the passions and interests of students to provide a well-balanced approach to academic and university planning;
- Organise and implement workshops, written materials, and website information throughout the year on topics relating to university admissions;
- Meet with university admission representatives and facilitate meetings with representatives and students;
- Work closely with other guidance staff and academic teachers to develop a guidance curriculum as it relates to university applications and student success.
- Collaborate across departments to design and deliver content that challenges our students and prepares them for their post-secondary pathways;
- Be available to support students in their learning through tutorials or enrichment opportunities;
- Build up and keep updated a resource bank for university and career guidance materials;
- Act as a point of reference for parents with university applications;
- Create a database system of universities and students files;
- To liaise with students, teachers and Key Centre to develop IEP (or the IB equivalent) for students, tailoring individual study programmes to enhance university applications
- Attend Parents' Meetings, Open Mornings, Admissions Days and Professional Development as appropriate and as requested by the Director;
- Carefully track and monitor all applications and outcomes;
- Be available during the Summer break to support students when results are published;
- Assist with any other duties, tasks or jobs as may be reasonably requested by the Head of Upper & Senior School.